

SME Procedure

As discussed at SME meeting on Monday, 4/23/01

A. General Procedures

1. Check to see if the resource exists in the LINCS database (directions for doing so may be found in our work space)
If it is in the LINCS database, then be sure to click "reviewed – in LINCS" in the pink record status area of the record form.
- 2.** Check to see if the resource exists in our own database using steps B1-4 shown below. If it does, there is no need to go further (unless you are evaluating it for a different subject than it has been evaluated for; in this case, make a decision using the appropriate subject box).

B. To check if a resource has been assigned to you to review:

1. Go to Adult Education Resource Database work space
(<http://www.kyvl.org/html/about/committees/adulted.shtml>)
2. Click on Subject Matter Experts: Submit and review web sites
3. Log in and click to enter the SME cataloging page
4. Click on Search the Database (at the bottom of the page)
5. Scroll down to the lower right to the SME box and highlight your name
6. Highlight "not reviewed" in the pink record status box
7. Click Start Search
8. If there are records assigned for you to review, they will appear.
Note: Either the chief subject SME or Jane Martel will assign resources to SMEs for review.
Note: You can also search by other fields on the search page.

C. To add resources to the database (those that do not exist in the database yet/those resources in your subject area that you know should be included)

1. Go to Adult Education Resource Database work space
(<http://www.kyvl.org/html/about/committees/adulted.shtml>)
2. Click on Subject Matter Experts: Submit and review web sites
3. Log in and click to enter the SME cataloging page

4. Click on Add a New Resource button (at the bottom of the page)
5. Fill in as much of the information as you can. Be sure to click "reviewed – recommended" for status.
6. Assign yourself as the SME or Jane will assign the resource to a SME to review.

D. To record your decision about inclusion in the database:

1. Get the record back using the Search the Database form (either search on your name to bring up all records assigned to you or enter a title word to bring up a specific record)
2. Click on the title of the record. This will bring up the Edit the Resource form.
3. Fill in as much as the form as you can. Feel free to check additional boxes as you see fit.
4. When finished defining the record, be sure to click the appropriate status for the record in the pink status box. "Unclick" the "not reviewed" status box.
5. Hit "submit changes."

E. To assign a record to another SME IN YOUR SUBJECT TEAM to review:

1. Chief SMEs might reassign records if they are overloaded with work and will not be able to review the assigned record in a reasonable amount of time (ideally one week).
2. To reassign a record, go to the Edit Record Form, highlight/click the new SME's name and "unclick" your own name.
- 3.** Hit submit changes.
- 4.** As a matter of courtesy, e-mail the new SME to let them know of the assignment.

Multi-Subject Resources

Do not reverse another SME's status decision unless it is to include the resource for a different subject. For example, if a resource has already been reviewed and rejected for ESL but you see value for its inclusion for workplace, then on the Edit Resource Form, click reviewed and recommended, unclick the rejected box, change the subject box from ESL to workplace, then hit submit changes.

F. To assign a record to another SME NOT IN YOUR SUBJECT TEAM to review:

1. If you think that another subject team needs to review a record to which you have been assigned *and* the a SME in that subject area has not been assigned the record (note the Edit Record Form), then e-mail the chief SME in the other subject area of the potential value of the resource (be sure to include the URL/title included in the body of your message and the subject under which it should be reviewed).
2. If your subject area recommends the resource, click recommended in the status box. If your area rejects the resource, click the appropriate box. If ONE subject team wants the resource, then it will be included in the database. Differing opinions by different subject teams will simply alter the subjects clicked, not the status of the resource. If one team recommended the resource for inclusion, do not reverse the status if you disagree; if you did so, the resource would not be included at all in the database!

G. How to handle “big” resources

- ❑ Use your fellow subject team SMEs to help you review and spread the workload.
- ❑ Use the instructions noted in F above to assign the record to SMEs not in your subject area, if appropriate.
- ❑ “Add a New Resource” for small chunks of useful information (e.g., <http://www.kn.pacbell.com/wired/bluewebn/> is a huge site; it could be broken into one resource per subject area or even several resources per subject area).